

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

### **SUPERVISING OCCUPATIONAL SAFETY & HEALTH COMPLIANCE OFFICER II**

#### Occupational Safety Branch

**Salary: \$4,161 to \$6,412 per month**  
(SR-25, Steps A to L)

**Opening Date: March 1, 2012**

**Closing Date: Continuous**

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#### **RECRUITMENT INFORMATION**

Recruitment number: 11-077, Honolulu

#### **DUTIES SUMMARY**

Directs and coordinates general inspection and compliance operations and activities; develops and implements improvements in standards and operational methods and procedures; and performs other duties as required.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

**General Experience:** One (1) year of work experience in an occupational safety and/or occupational health program which involved: industrial accident investigation, worksite inspection for safety hazards, suggesting means for correcting such safety hazards and preparing reports. Experience must demonstrate the possession of knowledge of occupational safety and/or occupational health principles and practices, safety inspectional and industrial accident investigational procedures, common occupational safety and/or occupational health hazards and measures which can be taken to correct them. Must also demonstrate possession of ability to work well with others, recognize occupational safety and/or occupational health hazards and to prepare written reports.

**Specialized Experience:** Four (4) years of work experience which involved the implementation of occupational safety and health laws, codes, rules, regulations and standards. Experience must have involved conducting inspections of work sites and/or environment to insure occupational safety and health laws, codes, rules, regulations and standards are complied with; identifying hazards, suggesting and/or taking necessary corrective actions; and conducting occupational accident investigations. Experience must also demonstrate possession of knowledge of the Occupational Safety and Health Act and its codes and standards, the use of measuring and sample collection devices used in the enforcement of those codes and standards, is able to enforce the codes and standards, and prepare detailed narrative reports.

**Non-Qualifying Experience:** Work as a foreman or supervisor who is primarily concerned with the assignment and completion of work and incidentally assigned responsibility for the safety of subordinates; or has incidental assignments to safety committees; or work experience in fields of safety and/or health other than occupational safety and/or health, e.g., traffic safety, nursing, etc., will not be considered qualifying for General or Specialized Experience.

**Supervisory Experience:** One (1) year of work experience which involved: scheduling and assigning work, rating performance, review work, and providing advice and guidance to subordinates.

**Administrative Aptitude:** Must demonstrate the aptitude or potential for the performance of administrative assignments in a manner which clearly indicates awareness of management problems and the ability to solve them. Such evidence may be in the form of success in regular or special assignments to projects which involved administrative problems (e.g. planning, organizing, promoting and directing a program); completion of educational or training courses in the areas of management accompanied by the application of the principles to work assignments; management's observation and evaluation of leadership and managerial capabilities; or success in trial assignments to managerial and/or administrative tasks.

**SUBSTITUTIONS:**

**Substitution of Education for Experience:**

Possession of a bachelor's degree from an accredited university with a major in industrial arts education or industrial safety or other closely related major with provided knowledge of industrial safety or industrial health principles and practices may be substituted for the General Experience Requirement.

**Substitution of Specialized Experience for General Experience:**

Excess Specialized Experience of the type and quality described above may be substituted for the required General Experience on a year-for-year basis.

**License Required:**

Must possess a valid motor vehicle operator's license.

**APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM**

**[www.hawaii.gov/labor/jobs](http://www.hawaii.gov/labor/jobs)**

**or**

**Department of Labor and Industrial Relations  
830 Punchbowl Street, Room 415  
Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm  
Closed on State Observed Holidays**

**Submit completed Application and Supplemental Questionnaire to**

Department of Labor & Industrial Relations, 830 Punchbowl St., Room 415, Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.

**Supervising OSH Compliance Officer II, SR-25 Oahu  
Supplemental Questionnaire - Submit with Application**

**1. REQUIRED SUPPLEMENTAL QUESTIONS**

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

☐ I acknowledge I have read and understand the above information.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?

☐ YES Email address: \_\_\_\_\_

☐ NO Prefer hard copy by mail.

**Supervising OSH Compliance Officer II – Oahu, 11-077**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

**2. GENERAL EXPERIENCE REQUIREMENT**

Do you have at least one (1) year of work experience in an occupational safety and/or occupational health program which included industrial accident investigation, work site inspection for safety hazards, and suggesting means for correcting safety hazards and preparing written reports as described in the vacancy announcement?

☐ Yes ☐ No

**If YES, on a separate sheet,** identify each experience you would like us to consider and provide the following information. **All employers listed should also be listed on your application. Any information you submit may be verified. Treat each change in employer or position separately. The information for each employer should include:**

- A. Name of employer, dates of employment, and job title.
- B. Description of this employer, services provided and clientele served. Was this a federal or state office?
- C. What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description, avoid the use of vague terms such as "processed worksite," "investigated accidents," etc.
- D. Describe in detail how your work involved industrial accident investigation.
- E. Describe in detail how your work involved site inspection for safety hazards and suggesting means for correcting any safety hazards.
- F. Describe in detail your experience in preparing written reports.

**4. SPECIALIZED EXPERIENCE REQUIREMENT**

Do you have at least four (4) years of work experience which involved the implementation of occupational safety and health laws, codes, rules, regulations and standards as described in the vacancy announcement?

☐ Yes ☐ No

**If YES, on a separate sheet,** identify each experience you would like us to consider which clearly depicts your level of expertise in dealing with issues involving OSH requirements.

**All employers listed should also be listed on your application. Information for each employer should include:**

- A. Name of employer, dates of employment, and your job title.
- B. Description of employer, services provided and clientele served. Was this a federal or state office?
- C. Describe in detail the exact nature of your involvement in dealing with implementation of occupational safety and health laws, codes, rules, regulations and standards.
- D. Describe in detail your experience in conducting inspections of worksites and/or environment.
  - What did you look for?
  - How did you determine compliance with OSH laws, codes, rules, regulations and standards?
  - What kinds of recommendations and/or corrective actions did you propose?
  - What types of investigations, if any did you recommend/conduct?
  - Describe in detail the types of measuring and sample collection devices used in the enforcement of codes and standards?
- E. Describe in detail your experience in preparing detailed narrative reports.

Name: **5. SUPERVISORY EXPERIENCE REQUIREMENT**

Do you have at least one (1) year of work experience which involved scheduling and assigning work to subordinates, rating their performance, reviewing their work, and providing advice and guidance as described in the vacancy announcement?

☐ Yes☐ No

If **YES**, on a separate sheet, identify each experience you would like us to consider which clearly depicts your level of supervisory experience. Information should include the following for each employer you would like us to consider:

- A. Employer, dates and Job Title
- B. Description of employer. What types of services were provided?
- C. What was the primary function of your position?
- D. What were your major duties and responsibilities?
- E. What percentage of time was spent on supervisory duties?
- F. How many employees did you supervise
- G. Titles of the employees you supervised
- H. Describe the methods you used to assess the performance of your employees?
- I. What actions did you take for employees with substandard performance?

**6. ADMINISTRATIVE APTITUDE REQUIREMENT**

Do you possess administrative aptitude as described in the vacancy announcement?

☐ Yes☐ No

If **YES**, on a separate sheet, identify each experience you would like us to consider. Include name of employer, job title, and a detailed description of how you feel your experience or background fulfills the administrative aptitude requirement.

**7. SUBSTITUTION FOR EXPERIENCE**

Are you substituting education for the General Experience Requirement as described in the vacancy announcement?

☐ Yes☐ No

If **YES**, submit a copy of your official transcripts.

**8. ADDITIONAL INFORMATION**

Do you have any other information related to this position that you would like us to consider?

☐ Yes☐ No

If **YES**, submit with your application.

Name:

9. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. **Note: You must re-submit supporting documents to DLIR if they were submitted to the:**

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.
- ☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

#### 10. DOCUMENTS TO BE SUBMITTED

to the Department of Labor and Industrial Relations, Personnel Office

- ✓ Application for Civil Service Positions
- ✓ Supplemental Questionnaire
  - Attachments if applicable
- ✓ Supporting documents
  - Driver's License
  - Transcripts (if applicable)